



Job Description: Animal Services and Enforcement Officer

Reports to: Senior Animal Services and Enforcement Officer

FSLA Status: non –exempt - hourly

General Summary:

Animal Service and Enforcement officers enforce local and regional laws concerning the care and treatment of animals. They respond to calls regarding distressed animals, and work directly with citizens concerning animal control issues. Animal control officers work to maintain public health standards by making communities safe for both people and animals. Officers respond to calls from citizens about stray animals, suspected animal cruelty or deceased animals. Officers may have to capture or rescue animals, but other times they administer warnings or citations to citizens suspected of animal cruelty and mistreatment.

Essential Job Functions:

- Patrols area by driving truck to locate, identify, capture, transport, and impound unlicensed, stray, disowned, and uncontrolled animals.
- Capture and remove stray, uncontrolled, or abused animals from undesirable conditions, using nets, nooses, or tranquilizer darts as necessary.
- Completes accurate timely reports and records regarding animal captures, detainment, and quarantines as assessed for rabies/vector diseases.
- Educate the public about animal welfare, and animal control laws and regulations.
- Investigates any animal control report, conducts surveillance of “Dog Bite Reports” and conducts, inspections; records where and when incidents took place, describes the animal or vector, records address and name of victim; searches and locates animals; performs follow-up activities on dogs in a 10-day observation period; maintains accurate and complete records of the same.
- Investigate reports of animal attacks or animal cruelty, interviewing witnesses, collecting evidence, and writing reports.
- Responds and inspects calls from the public regarding animals that directly affect their way of life; investigates complaints related to animals in violation of City ordinances.
- Establishes and maintains an effective working relationship with the public; projects a positive and professional image of the animal control service.

- Issues warnings or citations in connection with animal-related offenses.
- Inspects and examines dog licenses or any other animal certification for validity and issues citations or summons to the owner whose animals are in violation of the same.
- Removes captured animals from animal-control service vehicles and place animals in shelter cages or other enclosures.
- Euthanize rabid or severely injured animals.
- Prepares and ships specimens for rabies testing.
- Assists law enforcement personnel in removing confiscated and uncontrolled dogs from residences that are considered dangerous.
- Prepares and maintains daily records, investigation and surveillance files; assists performing dispatching and related office duties.
- Appears in court hearing, discussions, conference, and jury trials as necessary to assure appropriate compliance of City codes and ordinances.
- Assists in maintaining good communication between staff, visitors, and other business contacts.
- Will be required to drive a Humane Society of the Black Hills Animal Control Van.
- Valid South Dakota driver license.

Minimum Qualifications:

- High School Diploma or GED
- Attend NACA classes and certify in Animal Control with the association learning proper law enforcement techniques and actions, within one year of employment with HSBH.

Knowledge, Skills and Abilities:

- Knowledge of the laws and ordinances pertaining to animal control and humane treatment of animals.
- Ability to use animal control equipment and protective devices.
- Ability to enforce local, state, and federal laws governing animal control and zoonosis.
- Ability to maintain good planning and organizational skills.
- Ability to take and follow directions from supervisor.
- Ability to perform strenuous and routine work.
- Ability to maintain a valid South Dakota driver license and a good driving record.
- Ability to maintain harmonious and effective working relationships with other employees and respond to general public complaints.
- Ability to project a positive and professional image of the Humane Society of the Black Hills.
- Ability to effectively communicate both orally and in writing.
- Ability to comply with all Humane Society policies and procedures.
- Ability to maintain good health and physical condition sufficient to permit the full performance of the duties of this position.

Essential Functions and Responsibilities:

Work is performed inside and/or outside a building. Work is done in a variety of weather conditions and outdoor elements, such as: excessive heat, humidity, intermittent noise, and inclement cold weather.

Work is done in a variety of environmental conditions, such: unknown and dangerous conditions, unusual environment stress, contagious infectious disease, irritating chemicals, life-threatening situations, solvents, dirt, dust, constant noise, and slippery/uneven walking surfaces. Must be capable of working closely with others or alone, working irregular hours, weekends, working with protective devices, and traveling by car 75% of the time. Must be able to lift up to 50 lbs, straight pulling, pulling hand over hand, simple grasping, dual simultaneous grasping, repeated bending, sitting, standing, pushing, crouching, crawling, twisting, kneeling, stooping, climbing stairs, walking, and reaching above shoulders. Ability to see, write, read, count, identify shade of colors, perceive depth, and hearing is needed to perform the essential functions of this job.

This job description reflects the general details of the specific job and is not necessarily a complete listing of all the work assignments that may be required.

By signing below I acknowledge that I am 18 years of age or older and I am physically able to perform the duties mentioned above. I also am signing that I understand and accept that the Humane Society of the Black Hills "Drug Free Workplace" Policy. I know I may be asked to submit to a urinalysis or blood test at the expense of my employer in random selection or for cause. Refusal will result in termination.

Signature _____ Date _____

HSBH Representative _____ Title _____